



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist



General Board Instructions: 1) Inspections should be conducted while facility is open to the public to monitor results of cleaning process. 2) If an item cannot be verified at the time of your inspection, quiz a staff member as to how and when the item is to be performed.

Advisory Board Member Name(s): _____

Date of Inspection: _____ **Time of Inspection:** _____

Adult Dog Kennel #10	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop down for each field</i>	
Kennels are free of feces and urine		
Fresh water in each occupied kennel		
Aisles are free of debris and safety hazards		
Appropriate signage on each occupied kennel		
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run		
Kennels and cages are thoroughly cleaned and sanitized between occupants		

Adult Dog Kennel #10 cont.	Pass/Fail/ Not Verified	Comments
Sanitizing stations are visible and stocked		
Drains free of debris		
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer		
Sinks and tubs are in working order, clean, and free of debris		
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day		
Clean floors, doors, windows, light fixtures and ceiling fans (if present)		
There is no offensive odor		
Kennel building and equipment are in good repair		
Comments/Actions Needed		

Adult Dog Kennel #11	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all		
Kennels are free of feces and urine		
Fresh water in each occupied run		
Aisles are free of debris and safety hazards		
Appropriate signage on each occupied kennel		
Pooper Scoopers are kept in a clean disinfection solution between scooping each run		
Kennels and cages are thoroughly cleaned and sanitized between occupants		
Hand sanitizing stations are visible and stocked		
Drains free of debris and functioning properly		
Staff work area has a hand washing station with soap, paper towels		

Adult Dog Kennel #11 cont.	Pass/Fail/ Not Verified	Comments
Sinks and tubs are in working order, clean, and free of debris		
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day		
Clean floors, doors, windows, light fixtures and ceiling fans (if present)		
There is no offensive odor		
Kennel building and equipment are in good repair		
Comments/Actions Needed		

Puppy Kennel	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all		
Kennels are free of feces and urine		
Fresh water in each occupied run		
Aisles are free of debris and safety hazards		
Appropriate signage on each occupied kennel		
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run		
Kennels and cages are thoroughly cleaned and sanitized between occupants		
Hand sanitizing stations are visible and stocked		
Drains free of debris and functioning properly		
Staff work area has a hand washing station with soap, paper towels		

Puppy Kennel cont.	Pass/Fail/ Not Verified	Comments
Sinks and tubs are in working order, clean, and free of debris		
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day		
Clean floors, doors, windows, light fixtures, and ceiling fans (if present)		
There is no offensive odor		
Kennel building and equipment are in good repair		
Comments/Actions Needed		

General Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces		
Dog waste stations stocked		
Trash receptacles not overflowing		
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes		
Comments/Actions Needed		